Industries Commissionerate
(GOVERNMENT OF GUJARAT)

IC Portal – Public User Manual

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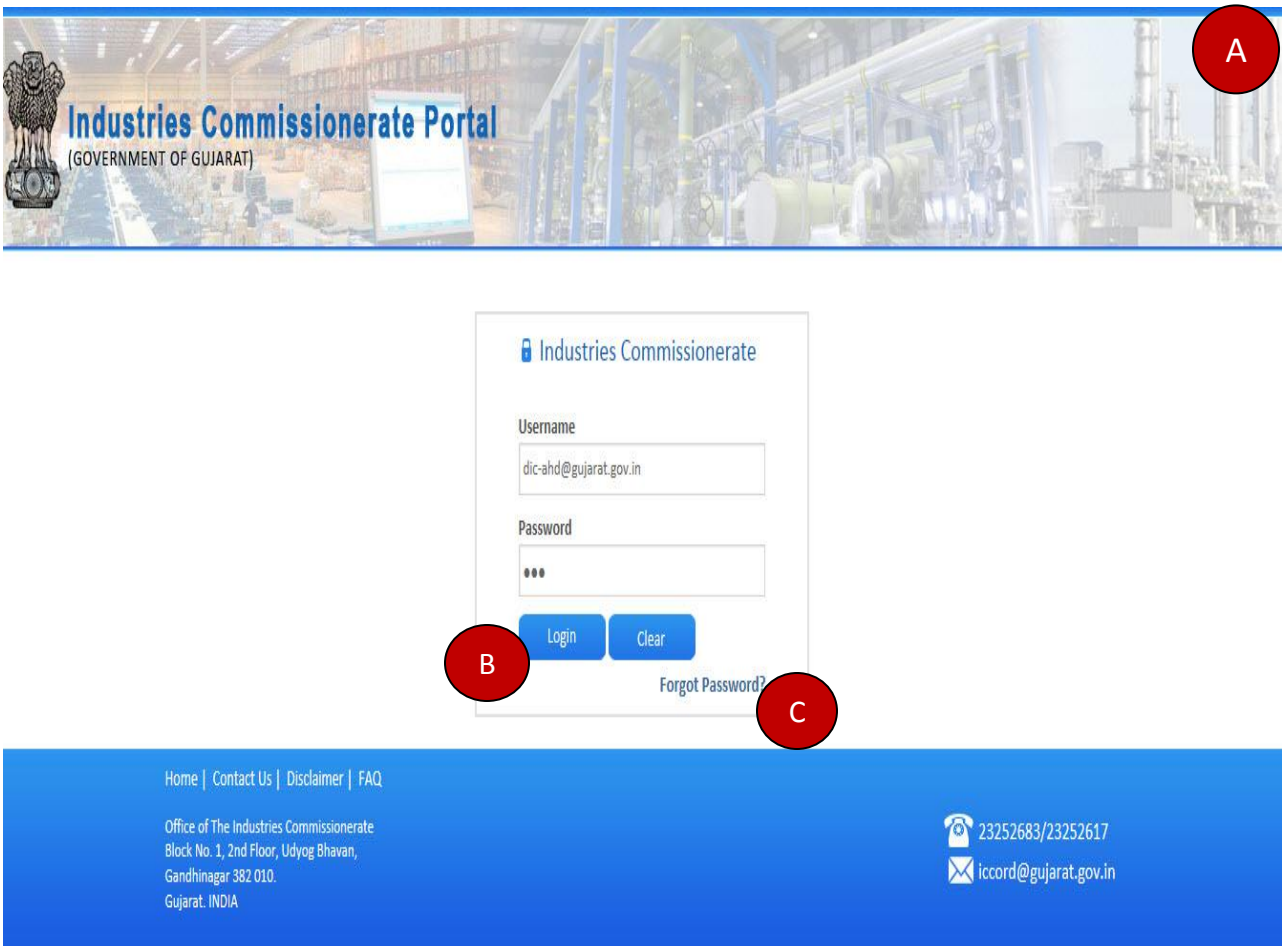
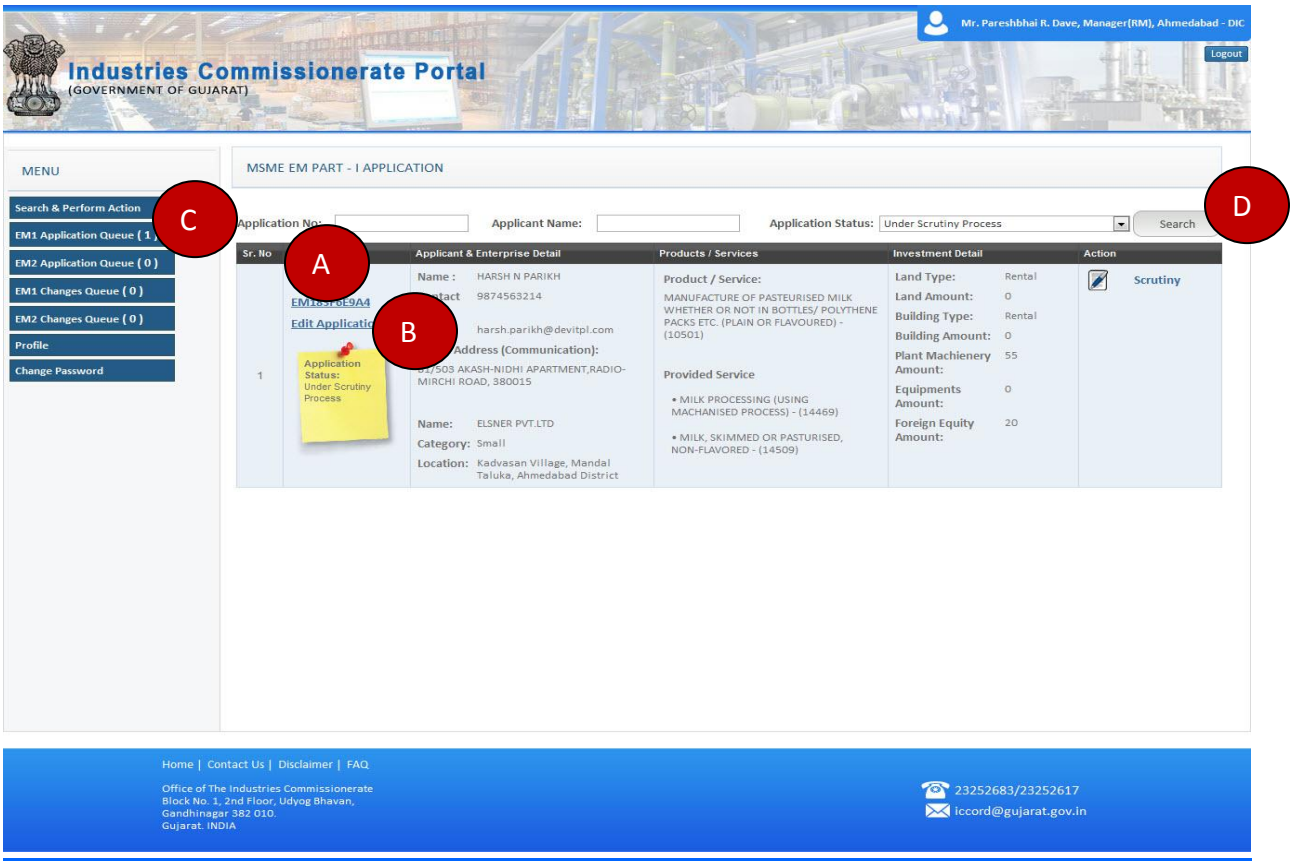
1. How do I login to the portal?

- Go to the URL :- http://10.10.46.175/IC/Home.aspx
- The following homepage will open.**(A)**

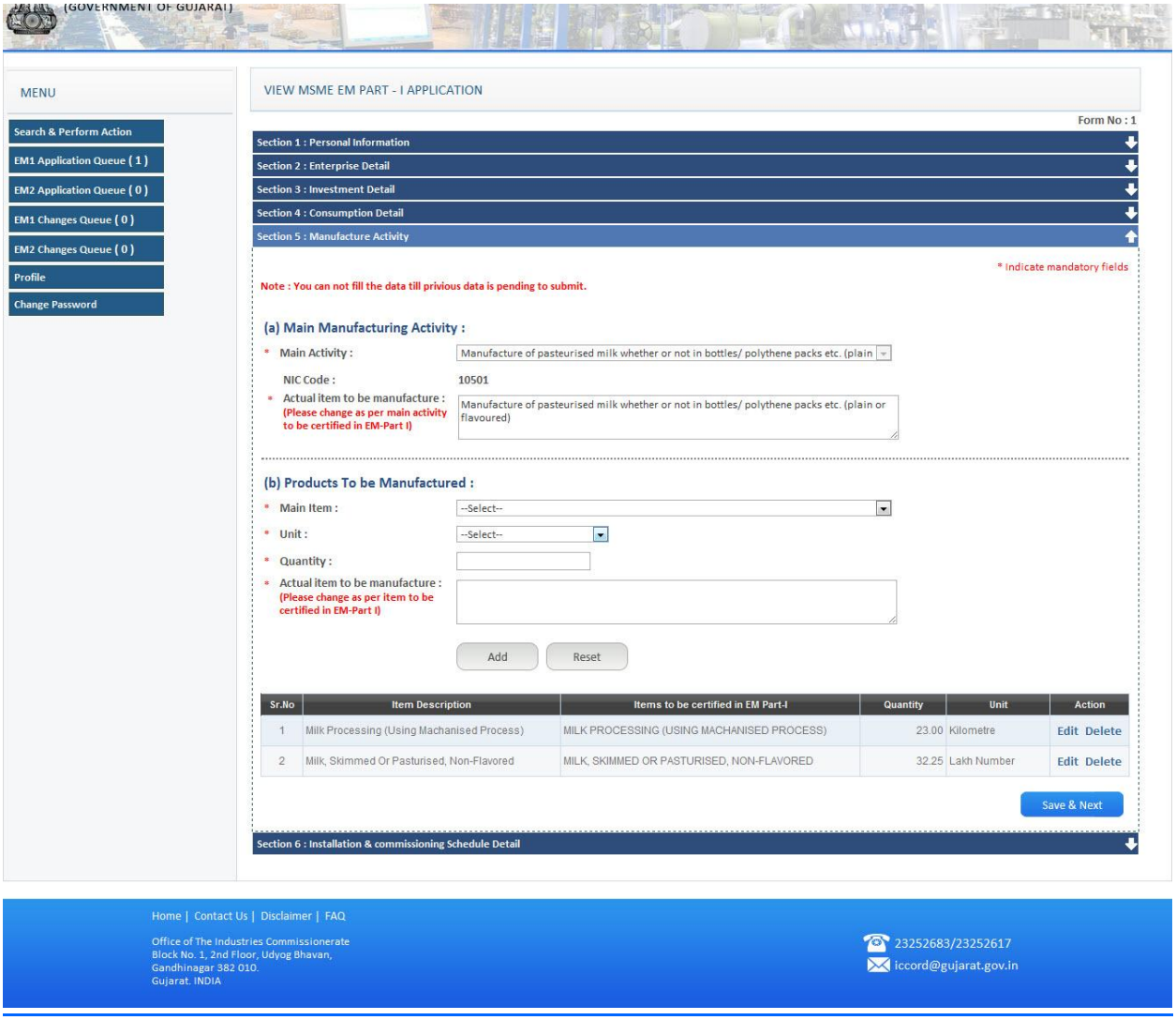


- After user name and password are entered, click on “Login” button and it will redirect you to our system.**(B)**
- If you forgot your password, then in that case click on “Forgot Password”, it will ask you to enter your Email ID to send your password on that Email ID.**(C)**

2. How do I Print or Edit MSME EM-I Application?

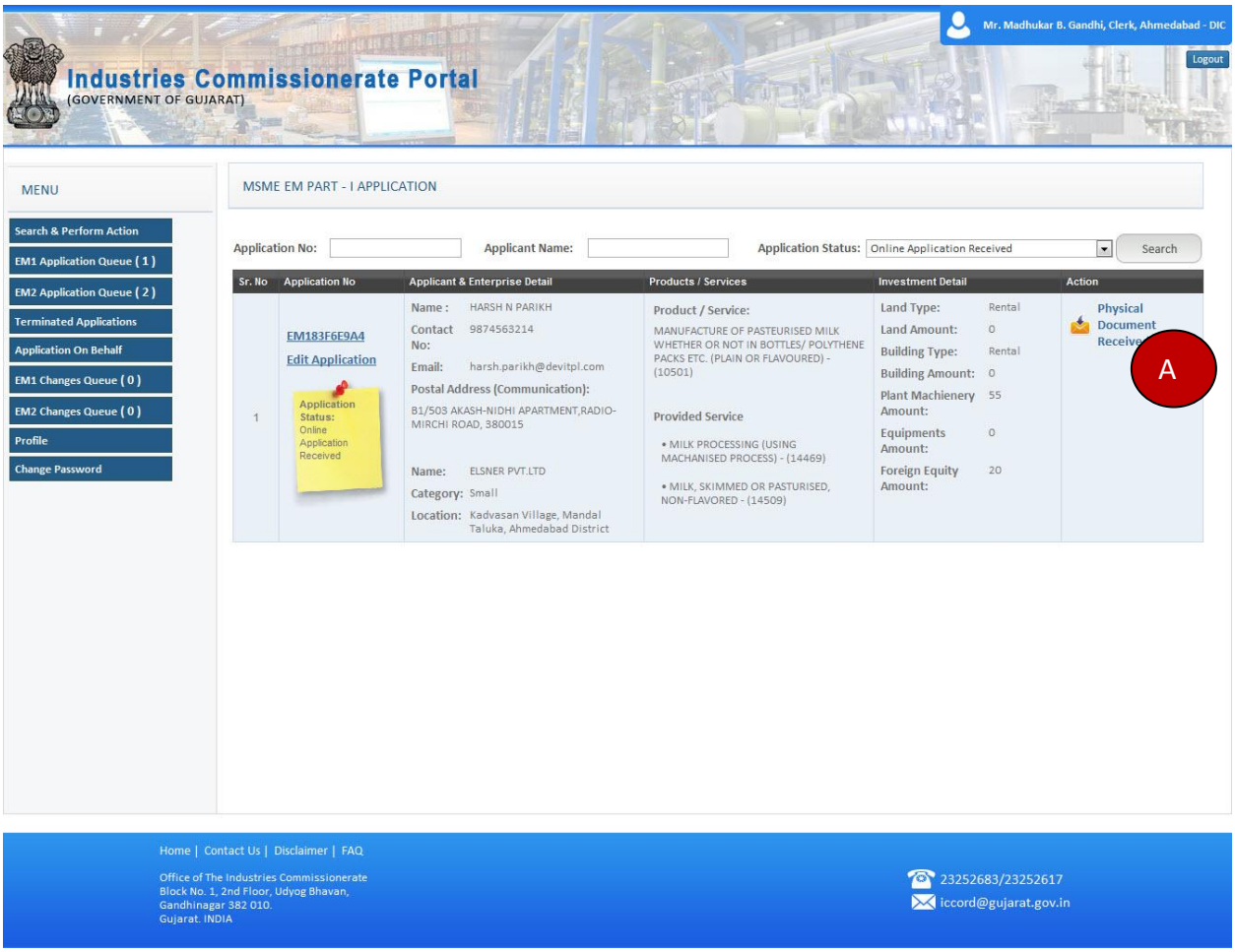


- If you want to print whole application, then click on “Application Number” which is displayed in second column of above screen shot.**(A)**
- If you want to edit manufacture or service details, then click on “Edit Application” link which is displayed in second column of above screen shot.**(B)**
- In Left side menu – Counts of applications are shown on the right hand side of link.**(C)**
- GM has a facility to perform search application based on Application Number, Applicant Name, and Application Status.**(D)**


(GOVERNMENT OF GUJARAT)
MENU
Search & Perform Action
EM1 Application Queue (1)
EM2 Application Queue (0)
EM1 Changes Queue (0)
EM2 Changes Queue (0)
Profile
Change Password
VIEW MSME EM PART - I APPLICATION
Form No : 1
Section 1 : Personal Information
Section 2 : Enterprise Detail
Section 3 : Investment Detail
Section 4 : Consumption Detail
Section 5 : Manufacture Activity
* Indicate mandatory fields
Note : You can not fill the data till privious data is pending to submit.
(a) Main Manufacturing Activity :
* Main Activity :
Manufacture of pasteurised milk whether or not in bottles/ polythene packs etc. (plain
NIC Code :
10501
* Actual item to be manufacture :
(Please change as per main activity to be certified in EM-Part I)
Manufacture of pasteurised milk whether or not in bottles/ polythene packs etc. (plain or flavoured)
(b) Products To be Manufactured :
* Main Item :
--Select--
* Unit :
--Select--
* Quantity :
* Actual item to be manufacture :
(Please change as per item to be certified in EM-Part I)
Add
Reset
Sr.No
Item Description
Items to be certified in EM Part-I
Quantity
Unit
Action
1
Milk Processing (Using Machanised Process)
MILK PROCESSING (USING MACHANISED PROCESS)
23.00
Kilometre
Edit Delete
2
Milk, Skimmed Or Pasturised, Non-Flavored
MILK, SKIMMED OR PASTURISED, NON-FLAVORED
32.25
Lakh Number
Edit Delete
Save & Next
Section 6 : Installation & commissioning Schedule Detail
Home | Contact Us | Disclaimer | FAQ
Office of The Industries Commissionerate
Block No. 1, 2nd Floor, Udyog Bhavan,
Gandhinagar 382 010.
Gujarat. INDIA
23252683/23252617
iccord@gujarat.gov.in

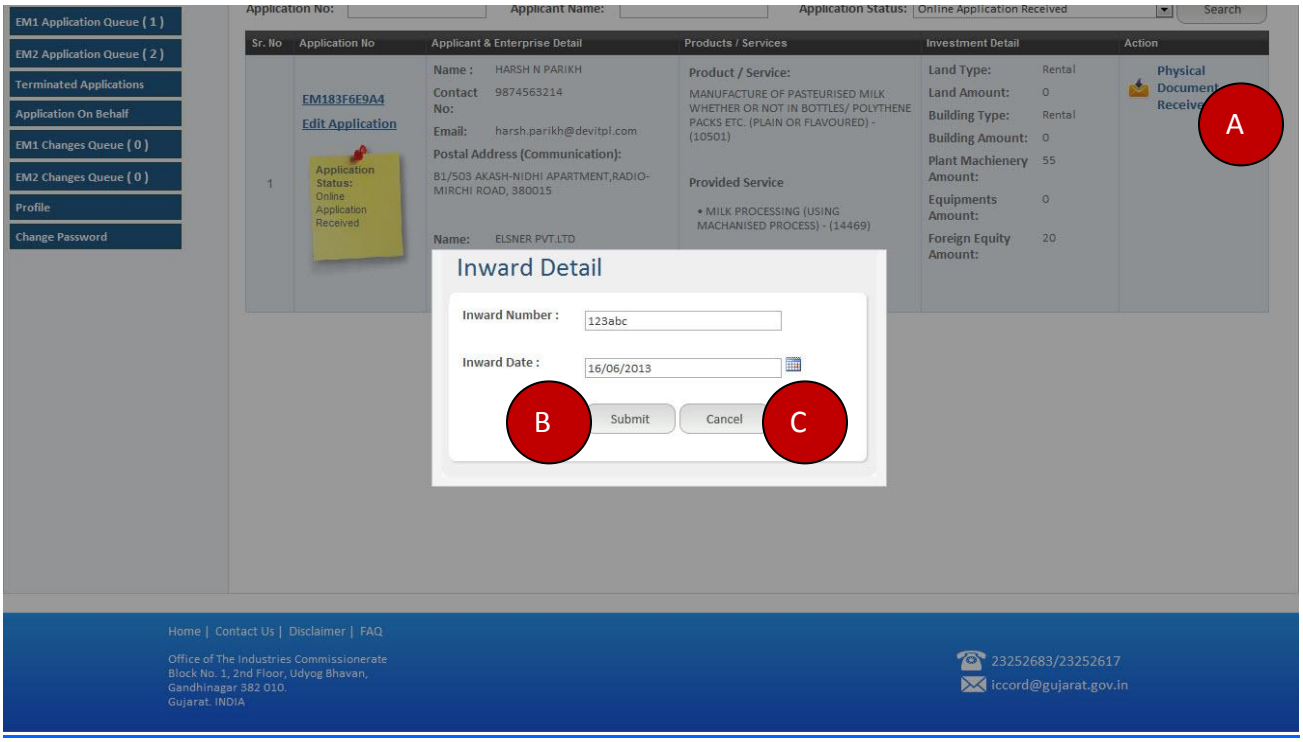
Here you can add new manufacturing / service activity and also update / delete activity applied for.

3. How do I Receive the Physical Document?



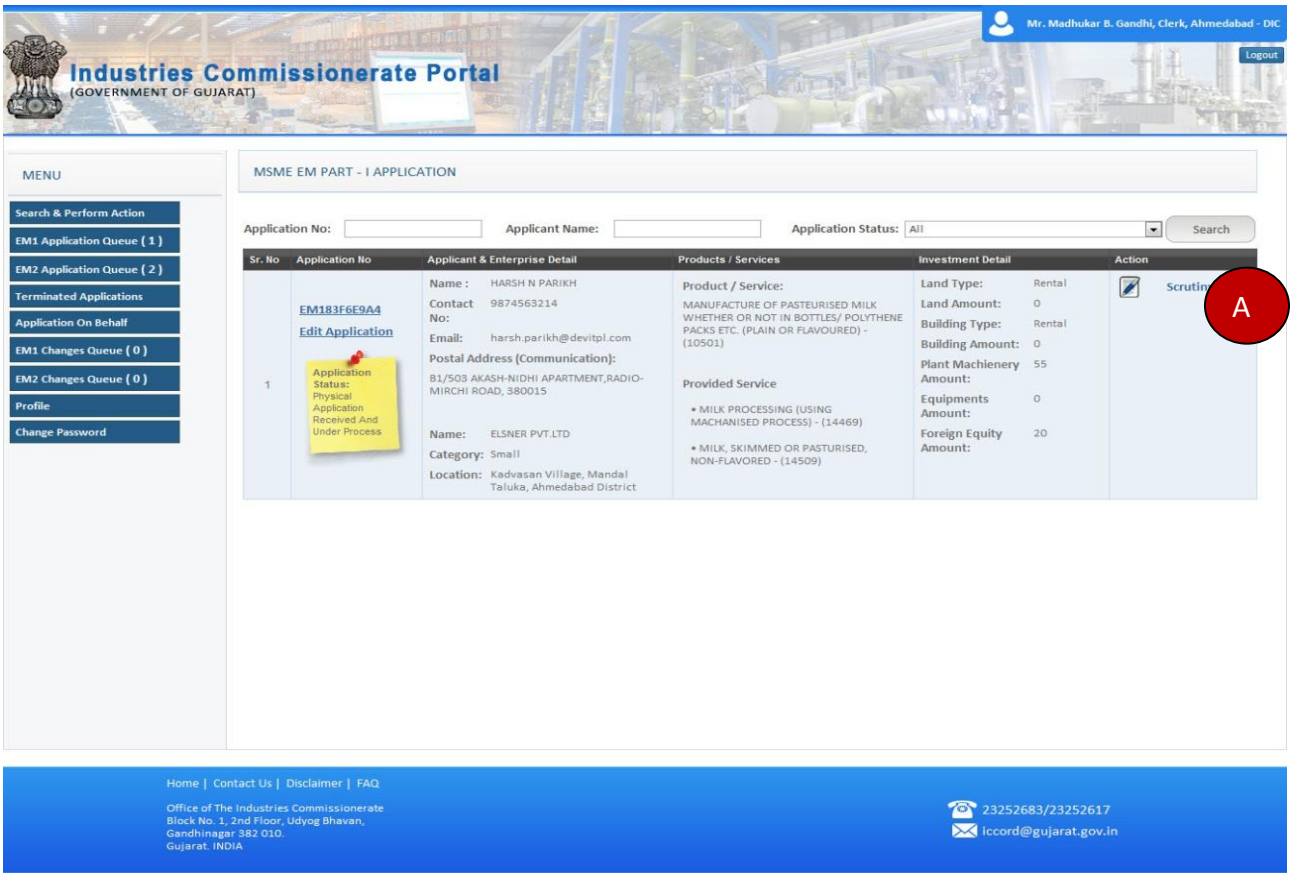
- All action items will be displayed in last column, which is displayed in above screenshot.
- Click on “Physical Document Received” link to receive a document.**(A)**

4. How do I Enter the Inward Number and Inward Date?



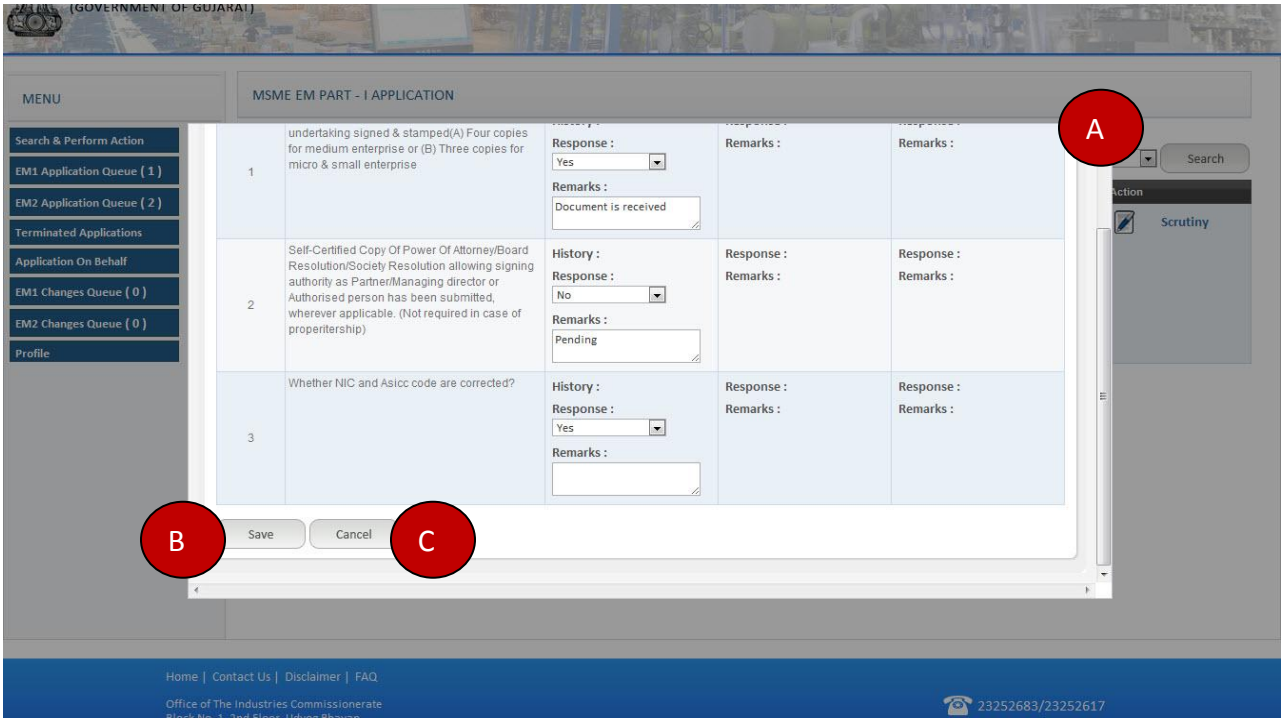
- When user clicks on “Physical Document Received” link, then it will display popup to enter inward detail which is displayed in above screenshot.**(A)**
- After inward number and date are entered, click on “Submit” button to submit your inward detail.**(B)**
- If you don’t want to enter inward detail now and want to close a popup, then click on “Cancel” button.**(C)**

5. How do I Perform Scrutiny?



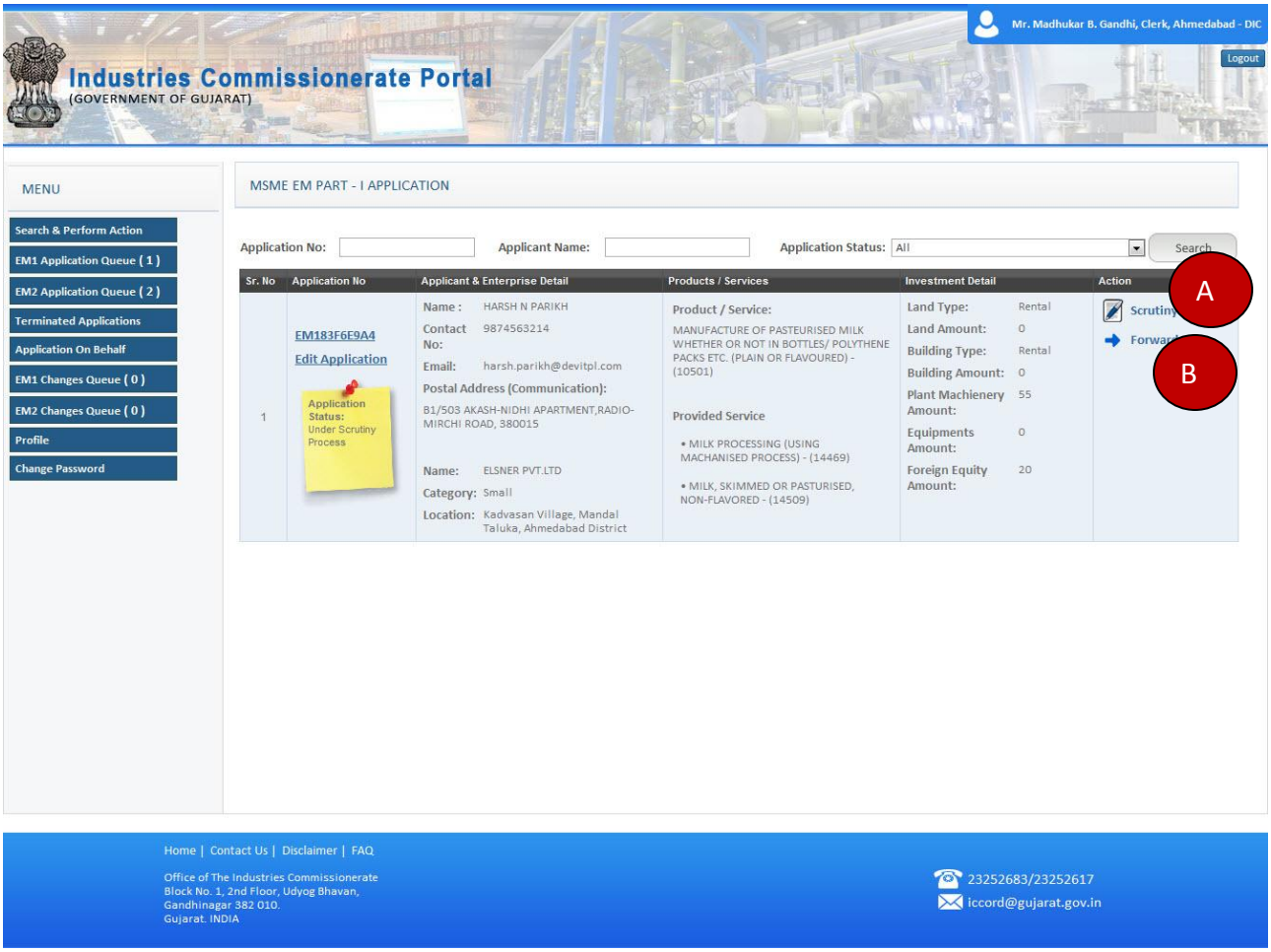
- Successfully insertion of inward detail system will allow you to perform scrutiny action.
- Click on “Scrutiny” link, which is displayed in above screenshot (in last column).**(A)**

6. How do I Enter ScrutinyDetails?


MENU
MSME EM PART - I APPLICATION
Search & Perform Action
EM1 Application Queue (1)
EM2 Application Queue (2)
Terminated Applications
Application On Behalf
EM1 Changes Queue (0)
EM2 Changes Queue (0)
Profile
undertaking signed & stamped(A) Four copies for medium enterprise or (B) Three copies for micro & small enterprise
Response : Yes
Remarks : Document is received
Self-Certified Copy Of Power Of Attorney/Board Resolution/Society Resolution allowing signing authority as Partner/Managing director or Authorised person has been submitted, wherever applicable. (Not required in case of properitership)
History :
Response : No
Remarks : Pending
Whether NIC and Asicc code are corrected?
History :
Response : Yes
Remarks :
Response :
Remarks :
Save
Cancel
A
B
C
Search
Scrutiny
Home | Contact Us | Disclaimer | FAQ
Office of The Industries Commissionerate
23252683/23252617

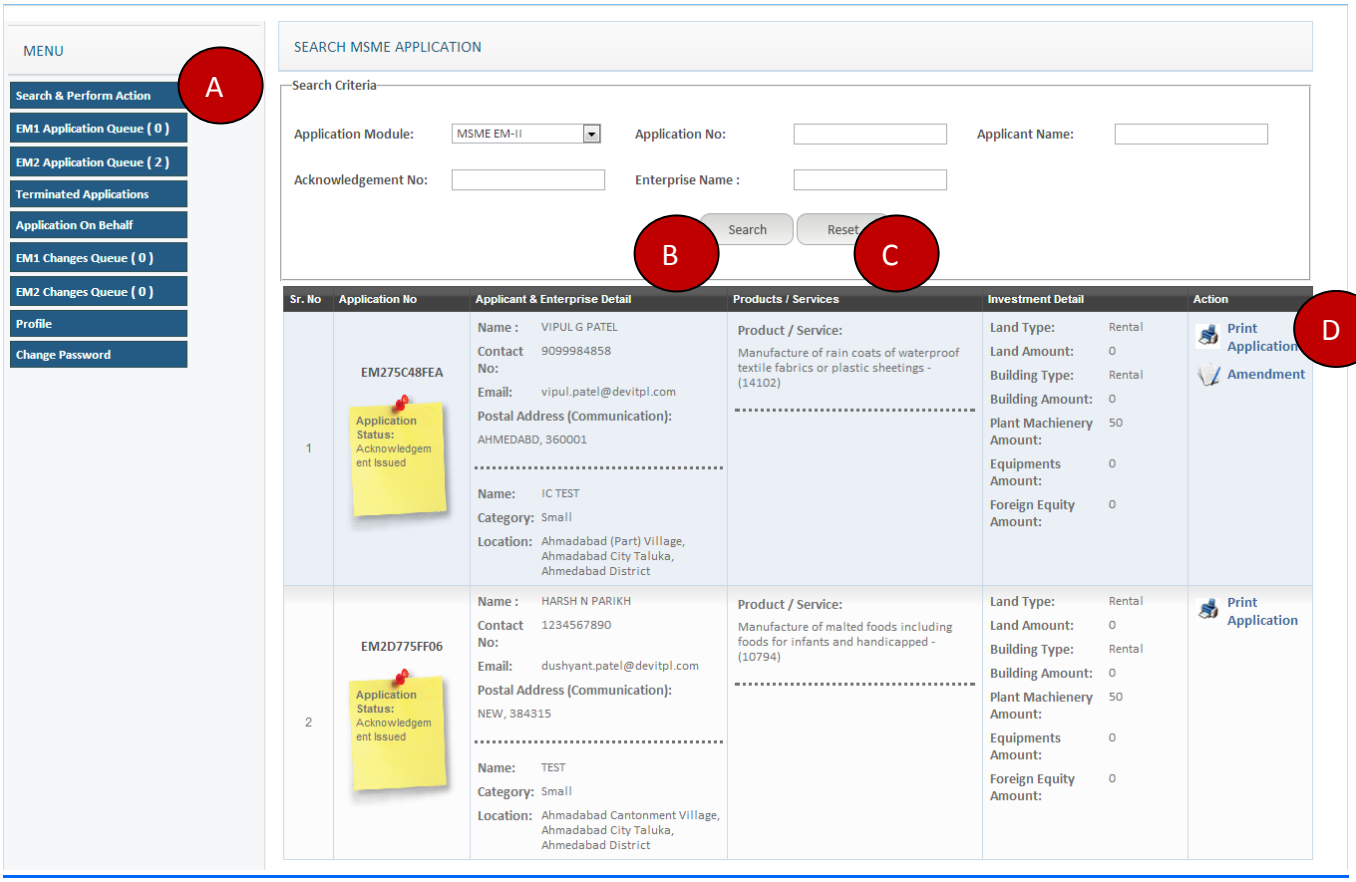
- When user clicks on "Scrutiny", then system will open a popup to enter scrutiny data.**(A)**
- To **save scrutiny data**, Please select appropriate response from "**Response dropdown**" and enter your remarks and click on "Save" button.**(B)**
- Three options are available for response – Yes, No and Not Applicable
- If you don't want to save scrutiny data now and want to close a popup, then click on "Cancel" button.**(C)**

7. How do I forward application to Manager (RM)?

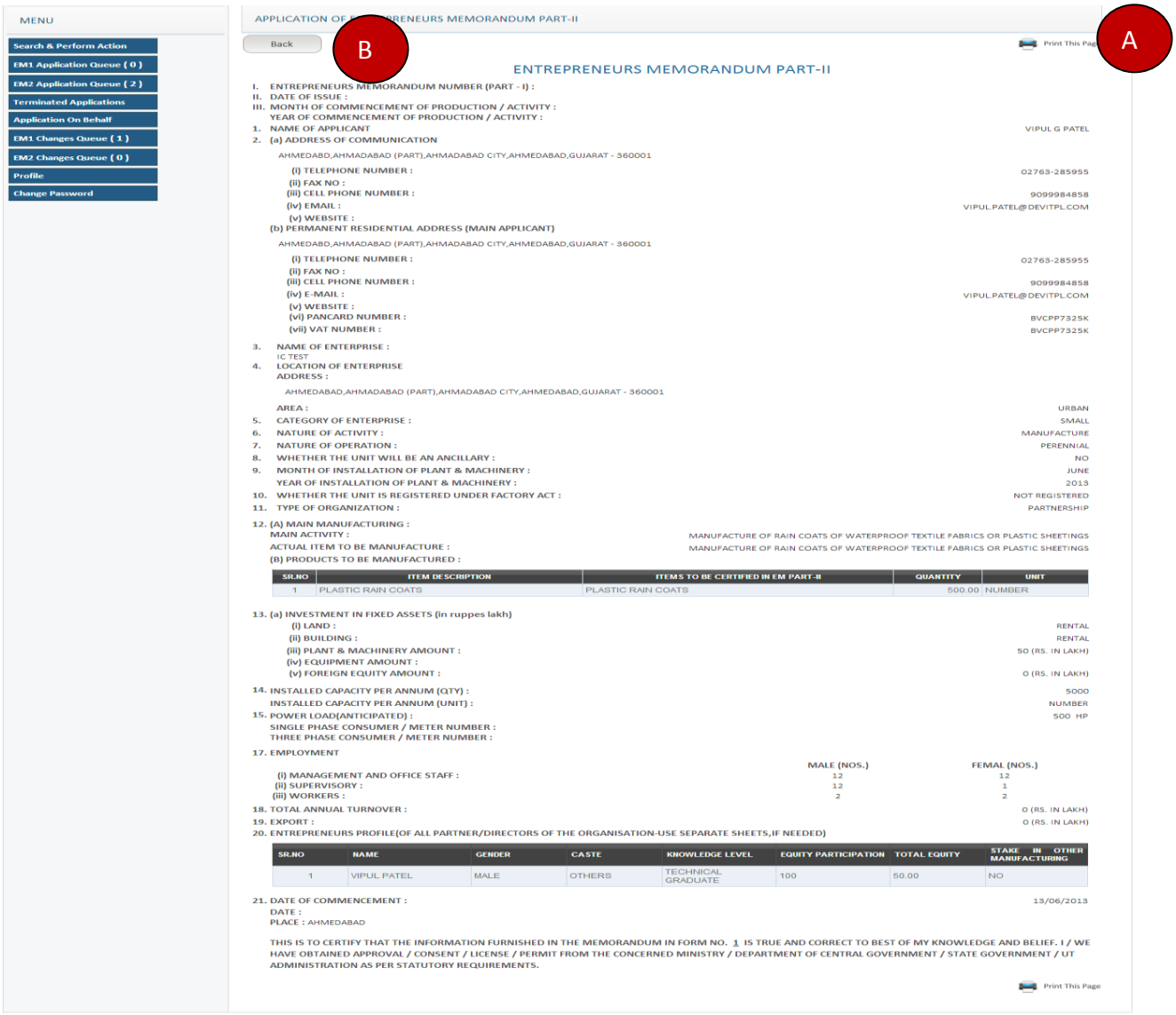


- If user wants to change the data of scrutiny, then click on “Scrutiny” link.**(A)**
- On successful completion of scrutiny process, “Forward” option will be available for that application.
- When user clicks on “Forward” link, then application will automatically forward to respective Manager (RM). **(B)**

8. How do I search an Application?

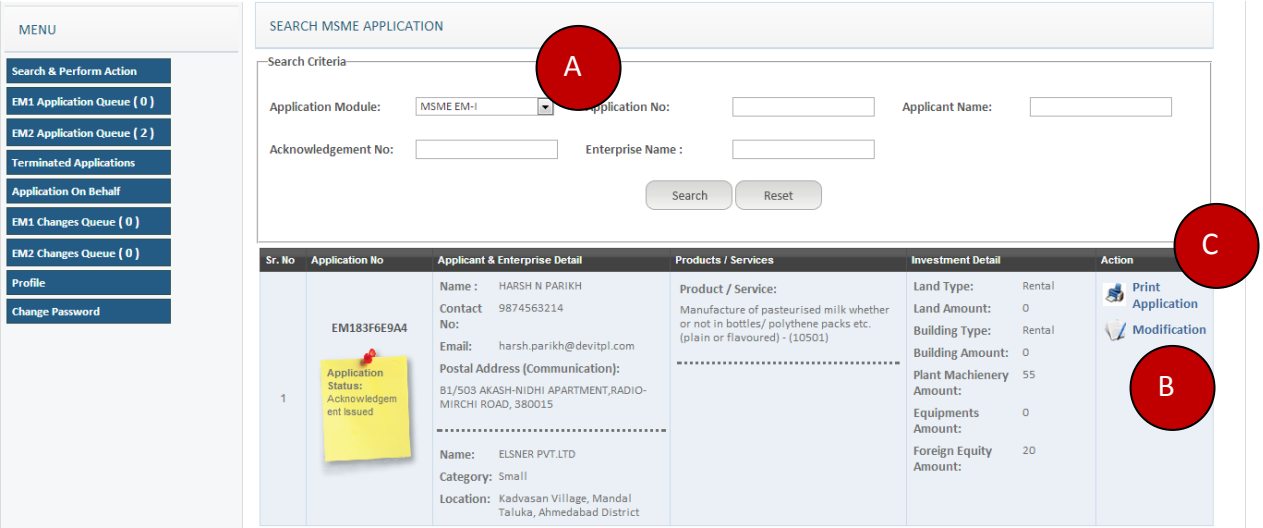


- If you want to search an application, then click on “Search & Perform Action” which is displayed in above screen shot.**(A)**
- Now enter your search criteria and then click on “Search” button **(B)**, it will bring you applications based on your search criteria entered. If you have selected application module as “MSME EM-I” then all the MSME EM-I application will be showed that are ready to do “Modification”**.** If you have selected application module as “MSME EM-II” then all the MSME EM-II application will be showed that are ready to do “Amendment”**.**
- To reset all criteria click on “Reset” button. **(C)**
- If you click on “Print Application”, it will redirect you to page on which you will be able to take a print of whole application form. **(D)**As shown below.

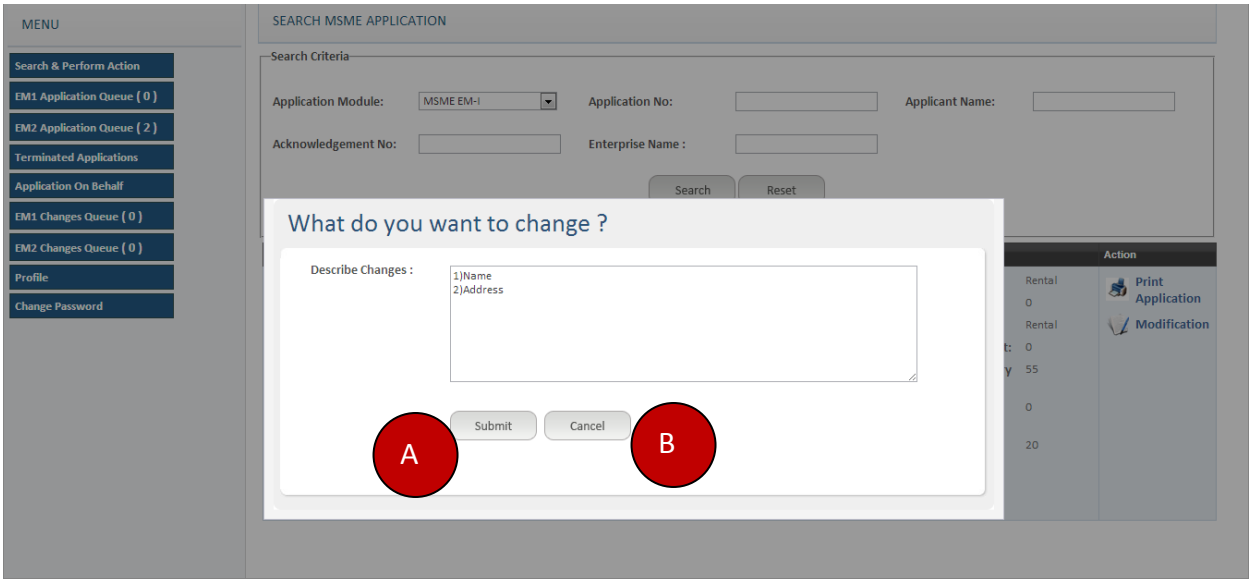

MENU
Search & Perform Action
EM1 Application Queue (0)
EM2 Application Queue (2)
Terminated Applications
Application On Behalf
EM1 Changes Queue (1)
EM2 Changes Queue (0)
Profile
Change Password
Back
B
A
Print This Page
ENTREPRENEURS MEMORANDUM PART-II
I. ENTREPRENEURS MEMORANDUM NUMBER (PART - I) :
II. DATE OF ISSUE :
III. MONTH OF COMMENCEMENT OF PRODUCTION / ACTIVITY :
YEAR OF COMMENCEMENT OF PRODUCTION / ACTIVITY :
1. NAME OF APPLICANT VIPUL G PATEL
2. (a) ADDRESS OF COMMUNICATION
AHMEDABD,AHMADABAD (PART),AHMADABAD CITY,AHMEDABAD,GUJARAT - 360001
(i) TELEPHONE NUMBER : 02763-285955
(ii) FAX NO :
(iii) CELL PHONE NUMBER : 9099984858
(iv) EMAIL : VIPUL.PATEL@DEVITPL.COM
(v) WEBSITE :
(b) PERMANENT RESIDENTIAL ADDRESS (MAIN APPLICANT)
AHMEDABD,AHMADABAD (PART),AHMADABAD CITY,AHMEDABAD,GUJARAT - 360001
(i) TELEPHONE NUMBER : 02763-285955
(ii) FAX NO :
(iii) CELL PHONE NUMBER : 9099984858
(iv) E-MAIL : VIPUL.PATEL@DEVITPL.COM
(v) WEBSITE :
(vi) PANCARD NUMBER : BVCPP7325K
(vii) VAT NUMBER : BVCPP7325K
3. NAME OF ENTERPRISE :
IC TEST
4. LOCATION OF ENTERPRISE
ADDRESS :
AHMEDABAD,AHMADABAD (PART),AHMADABAD CITY,AHMEDABAD,GUJARAT - 360001
AREA : URBAN
5. CATEGORY OF ENTERPRISE : SMALL
6. NATURE OF ACTIVITY : MANUFACTURE
7. NATURE OF OPERATION : PERENNIAL
8. WHETHER THE UNIT WILL BE AN ANCILLARY : NO
9. MONTH OF INSTALLATION OF PLANT & MACHINERY : JUNE
YEAR OF INSTALLATION OF PLANT & MACHINERY : 2013
10. WHETHER THE UNIT IS REGISTERED UNDER FACTORY ACT : NOT REGISTERED
11. TYPE OF ORGANIZATION : PARTNERSHIP
12. (A) MAIN MANUFACTURING :
MAIN ACTIVITY : MANUFACTURE OF RAIN COATS OF WATERPROOF TEXTILE FABRICS OR PLASTIC SHEETINGS
ACTUAL ITEM TO BE MANUFACTURE : MANUFACTURE OF RAIN COATS OF WATERPROOF TEXTILE FABRICS OR PLASTIC SHEETINGS
(B) PRODUCTS TO BE MANUFACTURED :
SR.NO | ITEM DESCRIPTION | ITEMS TO BE CERTIFIED IN EM PART-II | QUANTITY | UNIT
1 | PLASTIC RAIN COATS | PLASTIC RAIN COATS | 500.00 | NUMBER
13. (a) INVESTMENT IN FIXED ASSETS (in ruppes lakh)
(i) LAND : RENTAL
(ii) BUILDING : RENTAL
(iii) PLANT & MACHINERY AMOUNT : 50 (RS. IN LAKH)
(iv) EQUIPMENT AMOUNT :
(v) FOREIGN EQUITY AMOUNT : 0 (RS. IN LAKH)
14. INSTALLED CAPACITY PER ANNUM (QTY) : 5000
INSTALLED CAPACITY PER ANNUM (UNIT) : NUMBER
15. POWER LOAD(ANTICIPATED) : 500 HP
SINGLE PHASE CONSUMER / METER NUMBER :
THREE PHASE CONSUMER / METER NUMBER :
17. EMPLOYMENT
MALE (NOS.) FEMAL (NOS.)
(i) MANAGEMENT AND OFFICE STAFF : 12 12
(ii) SUPERVISORY : 12 1
(iii) WORKERS : 2 2
18. TOTAL ANNUAL TURNOVER : 0 (RS. IN LAKH)
19. EXPORT : 0 (RS. IN LAKH)
20. ENTREPRENEURS PROFILE(OF ALL PARTNER/DIRECTORS OF THE ORGANISATION-USE SEPARATE SHEETS,IF NEEDED)
SR.NO | NAME | GENDER | CASTE | KNOWLEDGE LEVEL | EQUITY PARTICIPATION | TOTAL EQUITY | STAKE IN OTHER MANUFACTURING
1 | VIPUL PATEL | MALE | OTHERS | TECHNICAL GRADUATE | 100 | 50.00 | NO
21. DATE OF COMMENCEMENT : 13/06/2013
DATE :
PLACE : AHMEDABAD
THIS IS TO CERTIFY THAT THE INFORMATION FURNISHED IN THE MEMORANDUM IN FORM NO. 1 IS TRUE AND CORRECT TO BEST OF MY KNOWLEDGE AND BELIEF. I / WE HAVE OBTAINED APPROVAL / CONSENT / LICENSE / PERMIT FROM THE CONCERNED MINISTRY / DEPARTMENT OF CENTRAL GOVERNMENT / STATE GOVERNMENT / UT ADMINISTRATION AS PER STATUTORY REQUIREMENTS.
Print This Page

- To take a print of your application form click on “Print Application” button **(A)**
- If you want to go back, click on “Back” button. **(B)**

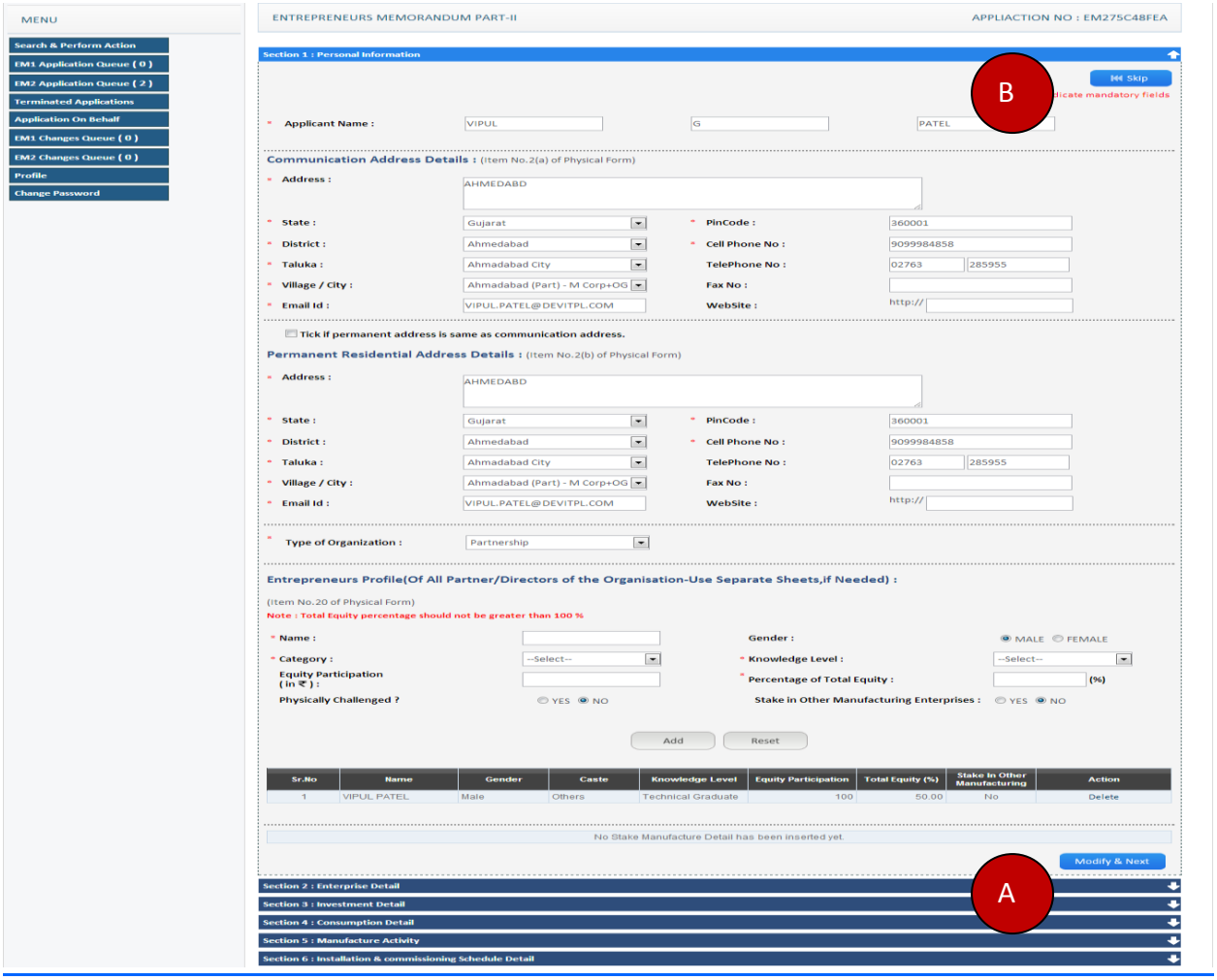
9. How do I perform Modification on an Application?



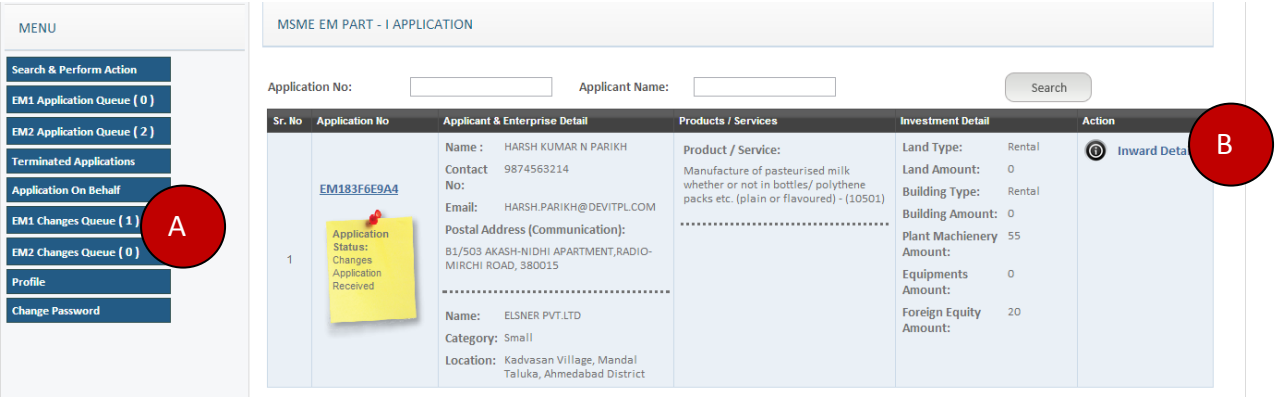
- If you have selected application module as “MSME EM-I”**(A),** then all the MSME EM-I application Will be showed that are ready to do “Modification”**(B)**.
- If you click on “Print Application”, it will redirect you to page on which you will be able to take a print of whole application form.**(C)**



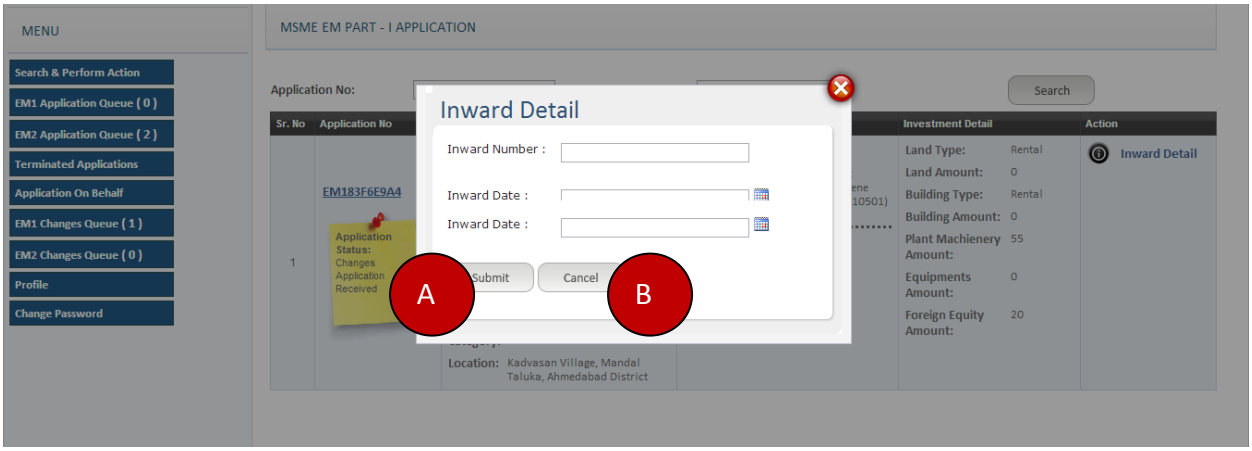
- When user click on “Modification” link, then it will display popup to enter description about “What do you want to change”.
- After entering description, click on “Submit” button to submit your changes details.**(A)**
- If you don’t want to enter changes details, then click on “Cancel” button.**(B)**



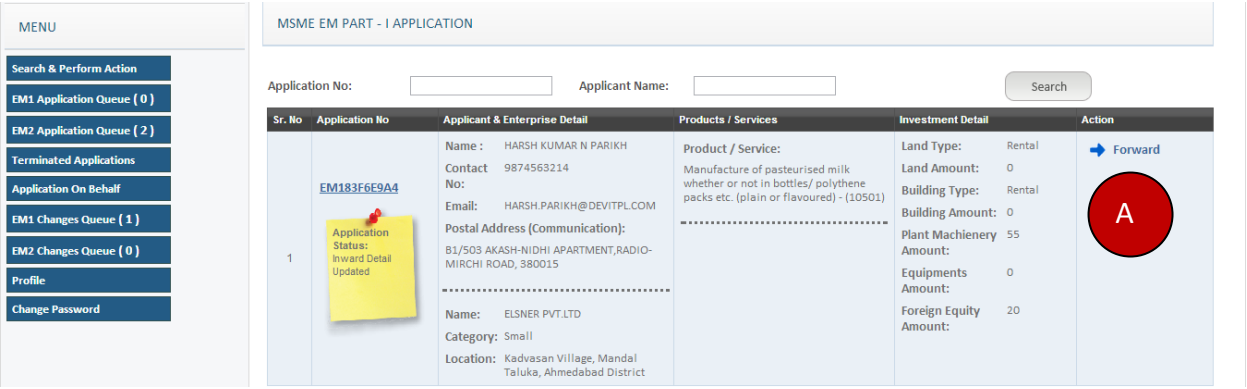
- If you clicks on submit, it will be redirected to page as shown above (Like an application form).
- Every panel contains two buttons, which are “Modify & Next” **(A)** and “Skip” **(B)**.
- If you want to change any data in particular panel, then change your data and then click on “Modify & Next” button otherwise click on “Skip” button.
- At the end of the form you will see “Submit Application” button. To complete your Modification process please clicks on that button.



- On completion of this process you can see this application in “EM1 Changes Queue” **(A)**.
- If you click on this link you will see a page as shown above.
- To enter inward details click on “Inward Detail”**(B).**



- After clicking on “Inward Detail” link you will see the popup as above.
- Enter your Inward detail and click on “submit” button.**(A)**
- If you don’t want to enter inward detail, then click on “Cancel” button.**(B)**
- If you entered an inward detail, then you will able to forward this application to respective Manager (RM).



- To forward this application to respective Manager (RM), click on the “Forward” button. **(A)**